JOB DESCRIPTION
MURFREESBORO FIRE DEPARTMENT
SHIFT COMMANDER

1. **JOB TITLE:** SHIFT COMMANDER

2. **DEFINITION:** The employee is responsible for planning, organizing, supervising, and directing activities of a shift. These activities include supervising employees engaged in fire suppression; performing training; maintaining equipment, supplies, and fire stations; preplanning for fires; implementing departmental and City personnel policies; educating the public, and conducting fire inspections. This position is responsible to the Fire Chief through the chain of command. All employees are responsible to the City Manager. This position is classified as Exempt for purposes of the Fair Labor Standards Act, as having a possible occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

3. **EQUIPMENT/JOB LOCATION:**

   a. The employee will supervise the overall operation of a shift consisting of personnel, fire stations, and fire apparatus. The employee must have the ability to safely operate a motor vehicle as well as some modern office equipment, including but not limited to personal computers, radios, typewriter, calculator, copier, fax and multi-line telephone system.

   b. Supervision of all firefighting and emergency operations must be performed during all kinds of weather conditions and at locations throughout the city. The employee may be assigned to work a shift or to maintain specific working hours at any time. The employee will rotate shifts every three months. The employee will travel frequently between the different fire stations and the Fire Administration building. The employee is exposed to extreme heat, smoke, hazardous chemicals, heights, confined spaces and falling materials.

4. **ESSENTIAL FUNCTIONS OF THE JOB:**

   a. Performs all essential functions listed in job descriptions for Captain.

   b. Supervises, directs, and evaluates the Captains, Drivers, and Firefighters; handles employee concerns and problems; investigates complaints, and counsels employees.

   c. Performs routine inspections of fire stations, fire apparatus, and personnel for appearance, cleanliness, safety, and maintenance requirements.

d. Assigns and supervises the work of Firefighters engaged in the maintenance of equipment and grounds at the fire stations during shifts.
e. Responds to major fire/rescue disasters and hazardous material emergencies to act as the Incident Commander unless relieved by a higher-ranking officer.
f. Monitors and analyzes station response times, fire incident reports, and tactics used on fire scenes.
g. Makes personnel decisions, including assignments, schedules and recommendations for discipline, in coordination with the Assistant Chief.
h. Supports and coordinates training needs.
i. Coordinates personnel and station activities through the supervision of the Captains.
j. Writes, reviews, and creates accurate records including daily, monthly, and yearly reports.
k. Supervises tests performed on fire hydrants, fire apparatus, and fire hose.
l. Supervises and assigns prefire planning.
m. Issues letter of commendation.
n. Assigns daily shift projects, and programs; including after hours, and weekends.
o. Enforces and trains employees on City and departmental policies.
p. Responsible for the conduct, efficiency, and discipline of personnel assigned to shift.
q. Responsible for evaluation and critique of major incidents.
r. Responsible for overall operation of assigned fire station(s).
s. Counsels and makes decisions on unusual and difficult problems encountered by subordinates.
t. Monitors shift personnel's sick leave, duty exchanges, and vacation time.
u. Sits, stands, stoops, walks and climbs intermittently.

5. **ADDITIONAL EXAMPLES OF WORK PERFORMED:**

a. Engages in fire suppression activities with operation of equipment and use of turnout gear.
b. Performs other duties and special projects as assigned.

6. **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

a. Must possess ten (10) years experience in the Murfreesboro Fire Department; management and command experience is preferred. A combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position is required.
b. Must be certified by the State of Tennessee as an Officer I and Instructor I.
c. Knowledge of City and departmental personnel policies, procedures and regulations, and ability to enforce them.
d. Knowledge of the laws regarding employee health and safety, including Occupational Safety and Health provisions.

e. Knowledge of the principles and practices of modern fire administration, operations, supervision, and fire suppression.
f. Knowledge of ISO requirements.
g. Knowledge of hazardous materials incident response.
h. Knowledge of the Murfreesboro water distribution system.
i. Knowledge of geographic areas of the city.
j. Must possess good human relations skills with the ability to communicate courteously and effectively with the public and members of the department.
k. Ability to understand the responsibility of all Fire Department officers of the City of Murfreesboro.
l. Ability to exercise good judgment in evaluating situations and making decisions.
m. Ability to analyze and resolve complex and sensitive problems.
n. Ability to concentrate and accomplish tasks despite interruptions.
o. Ability to perform variety of tasks simultaneously or in rapid succession.
p. Ability to express ideas clearly and concisely, orally and in writing, to groups and individuals.
q. Ability to plan, direct and supervise the work of others.
r. Ability to make financial and budgetary decisions.
s. Ability to coordinate work with other City departments and organizations.
t. Ability to take and pass annual physical ability test.
u. Ability to report for work on time and perform the duties of the job for a complete workday or shift.

July 23, 2002
Exempt
Safety Sensitive